



Subject : Residency Requirements

Revision : 1

Effective Date : 7/19/2012

Policy Number : HRM 340

Department : HUMAN RESOURCES

To: All City Employees

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Thomas J. Bonfield, City Manager

Policy Descriptions

I. Purpose

To ensure that employees occupying executive level positions live in the city limits of Durham.

II. Policy

It is the policy of the City of Durham to require executive level employees of the City of Durham to live within the City limits of Durham. Executive level positions include Department Directors, Chiefs, Deputy City Managers and Assistant City Managers.

The City Manager will determine moving expenses. Individuals who are hired after the effective date of the policy and who are appointed, reclassified or transferred into executive level positions are required to move within the city limits of Durham within eighteen (18) months following the date of appointment. Other residency requirements as detailed in specific departmental policies (i.e. Police Department, Fire Department) are not altered by this policy.

III. Definitions

N/A

IV. Procedure

A. Individuals who are offered employment or who are promoted, transferred or reclassified into employment into Department Director, Chief, Deputy City Manager, or Assistant City Manager positions will be notified by the City Manager in writing that residency within the city limits of Durham is required.

B. The City Manager will negotiate moving expenses for persons selected for executive level positions who are moving into the city limits of Durham.

C. The City Manager may prescribe other reasonable standards with regard to residency requirements as the City Manager may determine to be in the best interest of the City of Durham. Requirements shall be supplemental to and consistent with the standards and criteria set out above.

V. Other

N/A

VI. Attachment

N/A

